

# Wallenpaupack Area School District

## Parent/Student Elementary Handbook

2010-2011



Administration Office  
2552 Route 6  
Hawley, PA 18428

### **Mission Statement**

The Wallenpaupack Area School District's mission is to provide an educational environment that promotes excellence for all students, thereby developing life-long learners who are responsible citizens.

# **Introduction**

The purpose of the Parent/Student Handbook is to give school district students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education in our schools.

The Parent/Student Handbook cannot cover all issues or problems that may arise during the school year. In such instances, the administration and/or the School Board shall take administrative action which they believe, in their sole discretion, to be in the best interests of the students and the school community.

Wallenpaupack Area School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex and handicap in its activities, programs or employment practices as required by Title VI, Title IX and Section 504.

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# District Information

## Board of Education

Mr. John F. Spall, President

Mr. John Kiesendahl

Mr. Michael Romeo

Mr. David Hopkins, Vice-President

Mr. John Drake

Mr. Michael Spencer

Mr. Gary Beilman, Treasurer

Mr. Coulby Dunn

Mr. Robert Schwartz

Mrs. Jennie Hildebrand, Secretary (Non-Member)

**District Phone: (570) 226-4557**

**District Website: <http://www.wallenzaupack.org>**

## Wallenzaupack Area Administration

Superintendent ..... Mr. Michael R. Silsby

Assistant Superintendent..... Dr. Lorraine Kloss

Assistant Superintendent..... Dr. Joann Hudak

Director of Information Services ..... Mr. Steven T. Nalesnik

Director of Educational Technology..... Ms. Diane Szader

Reading Supervisor .....Mrs. Linda Fedor

Director of Food Services ..... Mrs. Brenda Zeiler

Business Manager ..... Mrs. Kerriann Horan

Solicitor ..... Mr. R. Anthony Waldron III

## Wallenzaupack Area Special Education

Director of Special Education ..... Mrs. Gwyn Devendorf

Assistant Supervisor of Special Education .....Mrs. Donna O'Neill

## Wallenzaupack North Primary School

Principal ..... Mr. Anthony Cavallaro

## Wallenzaupack North Intermediate School

Principal .....Mrs. Amanda Cykosky

## Wallenzaupack South Elementary School

Principal ..... Dr. Nancy Simon

## Wallenzaupack Area Middle School

Principal ..... Mr. Keith Gunuskey

Assistant Principal ..... Mr. William Theobald

Alternative Education Coordinator..... Mr. Frank Williams

## Wallenzaupack Area High School

Principal ..... Mr. Jay Starnes

Assistant Principal/Athletic Director ..... Mr. Mark Kirsten

Assistant Principal ..... Mrs. Lisa Tait

Assistant Principal .....Mr. Jim Kane

## Wallenzaupack Hawley Center

Alternative Education Administrator ..... Mr. Charles Bomboy

## School Calendar 2010 – 2011

Wednesday	September 1, 2010	Teacher In-Service – No School for Pupils
Thursday	September 2, 2010	Teacher In-Service – No School for Pupils
Tuesday	September 7, 2010	Teacher In-Service – No School for Pupils
Wednesday	September 8, 2010	School Opens – Full Day for Pupils and Faculty
Tuesday	November 23, 2010	Parent Conferences – Early Dismissal for Pupils
Wednesday	November 24, 2010	Early Dismissal
Thursday	November 25, 2010	Thanksgiving Recess – School Closed
Monday	November 29, 2010	Thanksgiving Recess – School Closed
Tuesday	November 30, 2010	School Re-opens
Thursday	December 23, 2010	Early Dismissal – Christmas Recess Begins (1:00 H.S.)
Monday	January 3, 2011	School Re-opens
Friday	January 21, 2011	Teacher In-Service – No School for Pupils
Monday	February 21, 2011	Presidents' Day – School Closed
March 14 through March 25		PSSA Reading and Mathematics Grades 3, 4, 5, 6, 7, 8, and 11
March 28 through April 1		PSSA Writing Grades 5, 8, and 11
April 4 through April 8		PSSA Science Grades 4, 8, and 11
Friday	April 22, 2011	Easter Recess – School Closed
Monday	April 25, 2011	Easter Recess – School Closed
Tuesday	April 26, 2011	School Re-opens
Monday	May 30, 2011	Memorial Day – School Closed
Thursday	June 16, 2011	Teacher In-Service – No School for Pupils
Friday	June 17, 2011	Last Day of School
Friday	June 17, 2011	Graduation

## Emergency School Closings

At times during the school year, the District has to consider the possibility of inclement weather and the potential for early snow dismissals and late starts. Listed below are some of the radio and television stations that will carry information regarding late starts and early dismissals. The District website will also post emergency school closing information. Please consider tuning to one of these stations in order to receive up-to-date information. School closing information is also available by calling the district office at (570) 226-4557.

RADIO	RADIO	RADIO	TELEVISION
WDGD – 94.3 FM	WARM – 93.0 FM	WSUL – 98.0 FM	WYOU – TV – 22
WKRZ – 98.5 FM	WEJL – 63.0 FM	WDLC – 96.7 FM	WNEP – TV – 16
WDNH – 95.3 FM	WVPO – 84.0 AM	WVOS – 95.9 FM	WBRE – TV – 28
WYCY – 105.3 FM			

Regarding late starts, please be advised that if the District is having a one-hour late start, it means students will get picked up at their bus stop one hour later than the normal hour. If the District is having a two hour late start, students will be picked up two hours later than the normal pick up time.

Information regarding early dismissal gets a little more complicated. Please be aware that announced early dismissals may be at 10:00 a.m., 11:00 a.m., 12:00 noon or 1:00 p.m. depending upon when the inclement weather arrives. Please be aware that these dismissals on the hour refer to buses leaving from the high school. The exact dismissal time for each elementary school varies and more specific information will be provided at a later time.

On early dismissal days, please refrain from calling the school unless there is a major emergency. Because of all the arrangements which have to be made in the event of an early dismissal, it is very difficult to try to adequately answer the phone calls. It is a parent's obligation to inform and train his/her children where to go and what to do in the event of an early dismissal. If there is an emergency, the District will certainly be glad to answer phone calls and help out in the situation. Please be aware that early dismissals may occur for a variety of reasons – snow, flooding, heating malfunctions, bomb threats, or other "local state of emergency" situations.

When a "state of emergency" is declared, all authority rests with the fire department and state police. School personnel are no longer in charge. All personnel and procedures will be directed to ensure the students' safety. ALL STUDENTS WILL BE BUSSED ACCORDING TO P.M. DISMISSAL INSTRUCTIONS. The school will not be following normal dismissal procedures, i.e., no pick-ups, walkers, bus changes. ALL PARENTS SHOULD DISCUSS AN EMERGENCY PLAN WITH THEIR CHILDREN AND EXPLAIN TO THEM WHAT TO DO IN CASE SCHOOL IS DISMISSED AND NO ONE IS HOME TO WELCOME THEM. Again, each parent, not the school, is responsible for assuring that his/her child knows that they should do and where they should go if dismissed early. In homes where parents work, the family should make special arrangements with a neighbor or have some other safe back-up arrangements.

## Family Educational Policy and Privacy Act

The Wallenpaupack Area School District Board of Education Policy, "Student Confidential Records – Family Educational Rights and Privacy Act," is available for review at all school locations and the administration building.

The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to their minor children's education records. They include:

- The right to inspect and review the student's education records.
- The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file with the U.S. Department of Education a complaint concerning alleged failure by Wallenpaupack Area School District to comply with the requirements of FERPA.

- The right to obtain a copy of Wallenpaupack Area School District's student records policy. You can obtain a copy of the policy from the principal's office in each school within the district.

**The district may disclose "Directory Information" from the educational records of a student. The district designates "Directory Information" as:**

- Name under appropriate circumstances
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Awards
- Photographic, film or video images created by the school district in conjunction with school sponsored activities/awards

**The district may disclose any items listed above without prior written consent unless the building administrator is notified to the contrary in writing by Wednesday, September 29, 2010.**

Each building administrator maintains a list of students' names wherein disclosure has been refused. These lists are reviewed and students must be excluded from Directory Information disclosures.

# Student Information and Expectations

## Academic Integrity

Academic integrity is essential to the success of an educational community. Students are responsible for learning and upholding professional standards of research, writing, assessment, and ethics in their areas of study. Written or other work which students submit must be the product of their own efforts and must be consistent with appropriate standards of professional ethics. Academic dishonesty, which includes cheating, plagiarism, multiple submissions and other forms of dishonest or unethical behavior, is prohibited.

## Acceptable Use of the Computers, Networks, Internet, Electronic Communications and Information System

The increased use of technology and the district's information technology systems (IT Systems) and the possible misuse, abuse, and increased district liability requires that the district more closely maintain, monitor, and limit the use of the district's IT systems.

At the August, 2009 School Board meeting, the district's Acceptable Use of the Computers, Networks, Internet, Electronic Communications and Information Systems (AUP) was revised to reflect the broader range of district responsibilities and liabilities.

All users are now required to sign an acknowledgement and consent form in order to use and access the district's IT systems. Below is a summary of the revised AUP policy. The entire policy is located on the district's webpage ([www.wallenzaupack.org](http://www.wallenzaupack.org)) or to receive a paper copy, contact the building's main office. The following is a summary of the approved board policy.

The Wallenzaupack Area School District ("WASD") provides employees, students, and guests with access to the WASD's electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means. Computers, network, Internet, electronic communications and information systems (collectively "IT systems") provide vast, diverse and unique resources. If there is a specific educational purpose to access information, the District will provide users access to the WASD's IT systems.

WASD's IT systems must be used for education-related purposes and performance of district job duties. Users may not use their personal computers or other technology devices to connect to the WASD's intranet, Internet or any other IT System.

Users are important and critical players in protecting these WASD assets and in lessening the risks that can destroy these important and critical assets. Consequently, users are required to fully comply with this policy and to immediately report any violations or suspicious activities to the Superintendent and/or designee. Conduct otherwise will result in actions further described in Consequences for Inappropriate Unauthorized and Illegal Use.

Educational Purpose - Includes use of the IT systems for appropriate classroom activities, professional development programs, and to support the WASD's curriculum, policies and mission statement.

Access to the WASD's IT systems through school resources is a privilege, not a right. These, as well as the user accounts and information, are the property of the WASD, which reserves the right to deny access to prevent further unauthorized, inappropriate or illegal activity, and may revoke those privileges and/or administer appropriate disciplinary action. The WASD will cooperate to the extent legally required with ISP, local, state and federal officials in any investigation concerning or related to the misuse of the IT systems.

Users have no privacy expectation in the contents of their personal files or in the use of the WASD's IT systems. The WASD reserves the right to monitor, track, log and access IT systems user accounts and to monitor and allocate fileserver space.

WASD reserves the right to restrict access to any Internet sites or functions it may deem inappropriate through general policy, software blocking or online server blocking. Specifically, the WASD operates and enforces technology protection measure(s) that block or filter online activities of minors on its computers used and accessible to adults and students so as to filter or block inappropriate matter on the Internet. No person may have access to material that is illegal under federal or state law. Expedited review and resolution of a claim that the policy is denying a student or adult to access material will be enforced by an administrator, supervisor, or their designee upon the receipt of written consent from a parent or guardian of a student, and upon the written request from an adult.

WASD has the right, but not the duty, to monitor, track, log, access and /or report all aspects of its computer information, technology and related systems of all users and of any user's personal computers, network, Internet, electronic communication systems, and media that they bring onto WASD property, or to WASD events, that were connected to the WASD network.

Due to the nature of the Internet as a global network connecting thousands of computers around the world, inappropriate materials can be accessed through the network and electronic communications systems. Because of the nature of the technology that allows the Internet to operate, the WASD cannot completely block access to these resources. Accessing these and similar types of resources may be considered an unacceptable use of school resources and will result in actions explained further in Consequences for Inappropriate, Unauthorized and Illegal Use.

Users must be capable and able to use the WASD's IT systems and software relevant to their responsibilities. In addition, users must practice proper etiquette, WASD ethics, and agree to the requirements of this policy.

### **WASD Limitation of Liability**

The WASD makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the WASD's IT systems will be error-free or without defect. The WASD does not warrant the effectiveness of Internet filtering. The electronic information available to users does not imply endorsement of the content by the WASD, nor is the WASD responsible for the accuracy or quality of the information obtained through or stored on the IT systems. The WASD shall not be responsible for any damage users may suffer, including but not limited to, information that may be lost, damaged, delayed, misdelivered, or unavailable when using the computers, network and electronic communications systems.

### **Prohibitions**

The use of the WASD's IT systems for illegal, inappropriate, unacceptable, or unethical purposes by users is prohibited. Students are prohibited from visually possessing and using their personal computers, as defined in this policy, on WASD premises and property (including but not limited to, buses and other vehicles), at WASD events, or through connection to the WASD IT systems, unless expressed permission has been granted by an administrator, who will then inform all necessary staff.

Users are prohibited from using WASD IT systems to:

- Send non-work or non-school related communications.
- Operate cell phones or other communication devices during the educational day; such devices shall be turned off or made inoperable. Exceptions to this rule may be made upon the approval of the building principal or designee.
- Cyberbully another individual or entity. See WASD Bullying Policy #249.
- Communicate through e-mail for non-educational purposes or activities. The use of mass e-mail for non-educational or non-work related information is expressly prohibited (for example, the use of the "everyone distribution list, building level distribution lists, or other e-mail distributions lists to offer personal items for sale is prohibited).
- Engage in commercial, for-profit, or any business purposes (except where such activities are otherwise permitted or authorized under applicable WASD policies); conduct unauthorized fund raising or advertising on behalf of the WASD and non-school WASD organizations; resell WASD computer resources to individuals or organizations; or use the WASD's name in any unauthorized manner that would reflect negatively on the WASD, its employees, or students. Commercial purpose is defined as offering or providing goods or services or purchasing goods or services for personal use. WASD acquisition policies will be followed for WASD purchase of goods or supplies through the WASD system.
- Engage in political lobbying.
- Install, distribute, reproduce or use copyrighted software on WASD computers, or copy WASD software to unauthorized computer systems, intentionally infringing upon the intellectual property rights of others or violating a copyright.
- Install computer hardware, peripheral devices, network hardware or system hardware. The authority to install hardware or devices on WASD computers is restricted to the Director of Information Services or designee.
- Send any WASD information to another party, except in the ordinary course of business as necessary or appropriate for the advancement of the WASD's business, or educational interest.
- Send unsolicited commercial electronic mail messages, also known as spam.
- Post personal or professional web pages without administrative approval.

- Use the name of the “Wallenpaupack Area School District” or “WASD” in any form in web blogs (“blogs”), on WASD Internet pages or websites not owned or related to the WASD, or in forums/discussion boards to express or imply the position of the WASD without the expressed, written permission of the Superintendent. When such permission is granted, the posting must state that the statement does not represent the position of the WASD.

### **Access and Security Prohibitions**

Users must immediately notify the Director of Information Services and/or designee if they have identified a possible security problem. Users must read, understand, provide a signed acknowledgement form(s), and comply with this policy that includes network, Internet usage, electronic communications, telecommunications, non-disclosure and physical and information security policies.

### **Content Guidelines**

Information electronically published on the WASD’s IT systems shall be subject to the following guidelines:

- Published documents including but not limited to audio and video clips or conferences, may not include a student’s date of birth, Social Security number, driver’s license number, financial information, credit card number, health information, phone number(s), street address, or box number, name (other than first name) or the names of other family members without parental consent.
- Documents, web pages, electronic communications, or videoconferences may not include personally identifiable information that indicates the physical location of a student at a given time without parental consent.
- Documents, web pages, electronic communications, or videoconferences may not contain objectionable materials or point directly or indirectly to objectionable materials.
- Documents, web pages and electronic communications, must conform to all WASD policies and guidelines, including the WASD’s Copyright Policy, #814.
- Documents to be published on the Internet must be edited and approved according to WASD procedures before publication.

### **Due Process**

- The WASD will cooperate with the WASD’s ISP rules, local, state, and federal officials to the extent legally required in investigations concerning or relating to any illegal activities conducted through the WASD’s IT systems.
- If students or employees possess due process rights for discipline resulting from the violation of this policy, they will be provided such rights.
- The WASD may terminate the account privileges by providing notice to the user.

### **Search and Seizure**

- Users’ violations of this Policy, any other WASD policy, or the law may be discovered by routine maintenance and monitoring of the WASD system, or any method stated in this policy, or pursuant to any legal means.
- The WASD reserves the right to monitor, track, log and access any electronic communications, including but not limited to, Internet access and e-mails at any time for any reason. Users should not have the expectation of privacy in their use of the WASD’s IT systems, and other WASD technology, even if they use the IT system for personal reasons. Further, the WASD reserves the right, but not the obligation, to legally access any personal technology device of students and employees brought onto the WASD’s property or to WASD events, or connected to the WASD network, containing WASD programs or WASD or student data (including images, files, and other information) to insure compliance with this policy and other WASD policies, to protect the WASD’s resources, to obtain information/data that the WASD reasonably believes involves criminal activity.
- Everything that users place in their personal files should be written as if a third party will review it.

### **Copyright Infringement and Plagiarism**

- Federal laws, cases, and guidelines pertaining to copyright will govern the use of material accessed through the WASD resources. Users will make a standard practice of requesting permission from the holder of the work and complying with license agreements. Employees will instruct users to respect copyrights, request permission when appropriate, and comply with license agreements. Employees will respect and comply as well.
- Violations of copyright law can be a felony and the law allows a court to hold individuals personally responsible for infringing the law. The WASD does not permit illegal acts pertaining to the copyright law. Therefore, any user violating the copyright law does so at their own risk and assumes all liability.

- c. Violations of copyright law include, but are not limited to, the making of unauthorized copies of any copyrighted material (such as commercial software, text, graphic images, audio and video recording), distributing copyrighted materials over computer networks, and deep-linking and framing into the content of others' web sites. Further, the illegal installation of copyrighted software or files for use on the WASD's computers is expressly prohibited. This includes all forms of licensed software shrink-wrap, clickwrap, browsewrap, and electronic software downloaded from the Internet.

WASD guidelines on plagiarism will govern use of material accessed through the WASD's IT systems. Users will not plagiarize works that they find. Teachers will instruct students in appropriate research and citation practices.

### **WASD Web Site**

The WASD will establish and maintain a Web Site and will develop and modify its Web pages that will present information about the WASD under the direction of the Director of Information Systems and/or designee.

Publishers must comply with this policy, and other WASD policies.

### **Consequences for Inappropriate, Unauthorized and Illegal Use**

- a. General rules for behavior, ethics, and communications apply when using the IT systems and information, in addition to the stipulations of this policy. Users must be aware that violations of this policy or other policies, or for unlawful use of the IT systems may result in loss of IT access and a variety of other disciplinary actions, including but not limited to, warnings, usage restrictions, loss of privileges, position reassignment, oral or written reprimands, suspensions (with or without pay for employees), dismissals, expulsions, and/or legal proceedings on a case-by-case basis. This policy incorporates all other relevant WASD policies, such as, but not limited to, the student and professional employee discipline policies, copyright policy, property policy, curriculum policies, terroristic threat policy, and harassment policies.
- b. The user is responsible for damages to the network, equipment, electronic communications systems, and software resulting from negligent, deliberate and willful acts. The user will also be responsible for incidental or unintended damage resulting from negligent, willful or deliberate violations of this policy. For example, users will be responsible for payments related to lost or stolen computers and/or WASD equipment and recovery and/or breach of data contained on them.
- c. Violations as described in this policy may be reported to the WASD, appropriate legal authorities, whether the ISP, local, state, or federal law enforcement. The WASD will cooperate to the extent legally required with authorities in all such investigations.
- d. Vandalism will result in cancellation of access to the WASD's IT systems and resources and is subject to discipline.

The entire policy is located on the district's webpage ([www.wallenzaupack.org](http://www.wallenzaupack.org)) or to receive a paper copy, contact the building's main office.

### **After School Programs**

WASD and its Parent and Teacher Association (PTA) and Parent Teacher Organizations (PTO) offer after-school enrichment programs for students in grades K-6. Held immediately following the end of the school day, these offerings have included such areas as science, technology, cuisine, fitness, arts and crafts, foreign languages, performing arts, and gardening, among others. Children are supervised by school district teachers and instructional aides, and may ride the district's after-school activity busses home. Letters regarding offerings and fees will be sent home with your child.

### **Animal Dissection or Vivisection**

Public Law 30, No. 14 has been amended to indicate "Section 1522. Pupil's Right of Refusal; Animal Dissection – Public or non-public school pupils from Kindergarten through grade twelve may refuse to dissect, vivisection, incubate, capture or otherwise harm or destroy animals, or any parts thereof, as part of their course of instruction."

By this notification we are informing "pupils and their parents or guardians of the right to decline to participate in an education project involving harmful or destructive use of animals and authorize parents or guardians to assert the rights of their children to refuse to participate in those projects."

Also, "A pupil who chooses to refrain from participation in or observation of a portion of a course of instruction in accordance with this section shall be offered an alternative education project for the purpose of providing the pupil an avenue for obtaining the factual knowledge, information or experience required by the course of study. If tests require harmful or destructive use of animals, pupils shall be offered alternative tests. A pupil shall not be discriminated against based upon his or her decision to exercise the right afforded that pupil by this section and lowering a grade because a pupil has chosen an alternative education project or test is strictly prohibited." Although these kinds of science activities are extremely limited at the elementary level, we wanted to inform you of the latest laws. If you wish to have your child decline to participate in this type of educational project, please submit a written letter to the elementary principal's office. If you have any questions, please feel free to contact the principal at your child's school.

## **Assemblies/Audience Conduct**

Interesting and worthwhile assembly programs are held at various times throughout the year. Assembly programs may be held in the gymnasium or auditorium for the entire school, particular grade levels, or designated groups. Almost all assemblies have educational value and are an important part of the academic or student activity programs. During an assembly or class meeting, students should conduct themselves as ladies and gentlemen. Respect should always be shown for speakers, visitors and performers. Students should enter the auditorium quietly and quickly and be seated in the seats that they have been directed to take. Everyone should become quiet immediately when a speaker approaches the microphone. Students should demonstrate courtesy during a class meeting or assembly, whether or not the program is of interest to them. Students are to respect patriotic gestures.

## **Attendance**

Frequent absences of students from regular classroom attendance disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost and cannot be regained. Consequently many pupils who miss school frequently experience great difficulty in achieving the benefits of schooling. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of educational benefits for each individual child.

## **Compulsory School Age**

The term "compulsory school age" shall mean the period of a child's life from the time the child's parents elect to have the child enter school, which shall not be later than at the age of eight years, until the age of 17 years. All students, however, are still bound by school regulations and must fulfill the responsibilities of a full time student.

## **Authority**

Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session, except that a principal or teacher may excuse a student for temporary absences when s/he receives satisfactory evidence of such mental, physical or other urgent conditions which may reasonably cause the student's absence.

All absences occasioned by the observance of the student's religion on a day approved by the Board as a religious holiday shall be excused, and no student so excused shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday.

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board, or at the place where the student is receiving approved tutorial instruction or health care, or at the place where the student is engaged in an approved and properly supervised work-study or career education program, or at home when the student is receiving homebound instruction.

Repeated infractions of Board policy requiring the attendance of enrolled students may constitute such misconduct and disobedience as to warrant the suspension or expulsion of the student from the regular school program.

The Board shall excuse the following students from the requirement of attendance at the schools of this district:

- On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons so urgent as to preclude regular attendance.

- Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught, except that such students and students attending college who are also enrolled part-time in the schools of this district shall be counted as being in attendance in this district.
- Student sixteen (16) or seventeen (17) years of age whose enrollment in a private trade or business school has been approved.
- Children fifteen (15) years of age, and fourteen (14) years of age who have completed sixth grade who are engaged in farm work or private domestic service under duly issued permits.
- Children sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate

The board may report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17). The Board shall issue notice to those parents and guardians who fail to comply with the statutory requirements of compulsory attendance that such infractions of the statute will be prosecuted.

### **Excused Absence**

After an absence, parents/guardians must provide an excuse or doctor's note to the office within five school days, or the absence will be changed to an unexcused absence. Acceptable forms of excuse documentation include: written note, telephone call, email, or fax. "Excused" absence includes the absence of a student for reasons such as:

- Illness
- Quarantine
- Death in the immediate family
- Impassable roads
- Pre-approved observance of religious holidays

### **Unexcused Absence**

"Unexcused" absence includes, but is not limited to, the absence of a pupil for such reasons as:

- Truancy
- Shopping
- Absence through parental neglect (i.e. car trouble, oversleeping, etc.)
- Illegal employment

After three unexcused absences, a letter will be mailed home. This letter will include:

- The student's attendance record
- State and district policy on compulsory attendance law
- The possible consequences of noncompliance
- Contact information of the truancy officer

After five unexcused absences, an administrator or designee will call the parents/guardians. He/she will invite the parent/guardian to a Truancy Elimination Plan (TEP) meeting and will inform the parent of:

- The student's attendance record
- State and district policy on compulsory attendance law
- The possible consequences of non compliance

In addition, a letter will be mailed home, serving as official notice of their child's fifth unexcused absence.

A copy of the letter will be sent to the Student Support Team (SST, SAP, etc.). The letter will include:

- The student's attendance record
- State and district policy on compulsory attendance law
- The possible consequences of noncompliance
- Contact information of the truancy officer

After seven unexcused absences, an administrator or designee will call the parents/guardians and mail home a certified letter. He/she will apprise them of the severity of the situation and invite them to a TEP meeting. If a parent refuses a TEP meeting, the student's attendance information will be forwarded to the magistrate's office. The letter will serve as official notice of their child's seventh unexcused absence. The letter will state that the parent has five school days to respond and set up a TEP meeting, or the student's attendance information will be forwarded to the magistrate's office. A copy of the letter will be sent to Children and Youth Services.

### **Unlawful Absence**

"Unlawful" absence is unexcused absence for all pupils under 17 years of age. The school district will notify parents of each unlawful absence of their child. All illegal/unlawful absences after the third illegal/unlawful absence becomes subject to a fine and court costs.

### **Excessive Absence**

Irregularity in attendance is a frequent cause of school failure. Successful completion of tests does not indicate that a student has mastered a particular course. Instructors' lectures, in-class discussion, successful completion of homework and class participation are factors which determine satisfactory course completion, credit attainment, and grade promotion.

After ten absences, a letter will be mailed home. This letter will include:

- The student's attendance record
- State and district policy on compulsory attendance law
- The possible consequences of noncompliance
- Contact information of the truancy officer

After fifteen absences, an administrator or designee will call the parents/guardians.

He/she will invite the parent/guardian in for a Truancy Eliminator Plan (TEP) meeting and will inform the parent/guardian(s) of:

- The student's attendance record
- State and district policy on compulsory attendance law
- The possible consequences of noncompliance

In addition, a letter will be mailed home. The letter will serve as official notice of their child's fifteen absences. A copy of the letter will be sent to the Student Support Team (SST, SAP, etc.). The letter will include:

- The student's attendance record
- State and district policy on compulsory attendance law
- District policy on excessive absences, including information that after the 20<sup>th</sup> absence, a doctor's note is required for each additional absence
- The possible consequences of noncompliance
- Contact information of the truancy officer

After twenty absences, an administrator or designee will call the parents/guardians. He/she will apprise them of the severity of the situation and invite them to a TEP meeting. A certified letter will be mailed home. The letter will serve as official notice of their child's 20<sup>th</sup> absence. It will be strongly recommended that the parent/guardian set up a TEP meeting to address this issue. The letter will also state that any subsequent absence without a doctor's note will be considered unexcused and after three unexcused absences the student's attendance information will be forwarded to the magistrate's office. A copy of this letter will be mailed to Children and Youth Services, authorized by the building administrator.

### **Early Personal Dismissal**

Parents are asked not to request that children be excused early except when an emergency makes early dismissal necessary. A note signed by the parent should be forwarded to the child's teacher, who in turn will notify the school office.

Parents are required to come to the school office to pick up their child. No child may leave school early without the permission of the principal or his/her designee.

### **Emergency Dismissals**

In the event of a bomb scare or other such threat/emergency whereby no one except emergency personnel is allowed on school property, please be aware that all students will be placed on school transportation to be delivered home. Parents will not be allowed to pick up their children at school. **Students will be dropped off at their regular bus stop only.**

### **Tardiness**

Students who arrive to school after 8:00 a.m. are considered to be tardy. Tardy students are to report directly to the office. Tardy students must sign in and then report to the teacher. If a child misses a bus, it is the parent's responsibility to see that the child arrives on time. If a school bus should be late, children are not counted as being tardy.

## **Backpacks and Book Bags**

Students shall be allowed to wear or carry a sensibly sized and appropriate backpack or book bag for purposes of bringing books, supplies and other appropriate items to and from school. In an effort to promote safe and efficient travel through hallways and to provide better control of items that are unauthorized, all backpacks or book bags must be stored at all times in the student's locker. If you are considering purchasing a backpack for your child, please do not select backpacks with wheels. The student lockers cannot accommodate their size.

## **Birthdays**

Your child's birthday is a time to celebrate. Building principals and/or classroom teachers will provide guidelines for classroom celebrations which align with the District's Wellness Plan and health guidelines for students with food allergies.

## **Breakfast/Lunch Program**

Provisions are made each day to serve breakfast and hot lunch to elementary students in grades K – 12. The lunch program is a non-profit endeavor offering nutritious meals at minimum costs. Children who bring their lunch may purchase milk.

All students are expected to participate in the district point-of-sale system. Please be aware that students may pay for their lunch daily, weekly, or monthly. Paying for lunch in advance is a great convenience for children of this age group rather than having to carry money all the time. In addition, it should be noted that children are not allowed to "charge" lunches. The District, however, will not let a child go hungry; a sandwich and beverage will be provided in the event a child does not have money for that particular day.

The cost of lunch is \$2.00, breakfast is \$1.50 and milk is \$.50. Reduced lunch is \$.40 and reduced breakfast is \$.30. Applications and eligibility information will be forwarded to all parents at the start of the school year. Parents may examine this information to determine their qualifications. Applications are also available on the district website at <http://www.wallenpaupack.org>.

## **Bullying/Cyberbullying**

Bullying means an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students, which occurs in a school setting or outside a school setting that is severe, persistent, or pervasive.

Bullying is a pattern of abuse over time and involves being "picked on." Bullying can take many forms and can include many different behaviors including, but not limited to, intimidation, humiliation, ridicule, defamation, extortion, oral or written threats, teasing, put downs, name-calling, threatening gestures or actions, cruel rumors, false accusations, and social isolation. A bullying situation creates an imbalance of power in a relationship.

Bullying, as defined in this policy, includes cyberbullying.

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting instant messages, text messages, digital pictures or images, or website postings (including blogs, twitters, and wikis).

The entire policy is located on the district's webpage ([www.wallenpaupack.org](http://www.wallenpaupack.org)) or to receive a paper copy, contact the building's main office. This policy is displayed in every classroom throughout the district.

## **Complaint Procedure**

When a student believes that she/he is being bullied, intimidated, or in physical danger, the student should immediately inform the bully that his/her behavior is unwelcome, offensive, or inappropriate. If the unwelcome, offensive, or inappropriate behavior continues, the student shall follow the established complaint procedure.

1. A student shall report a complaint of bullying to the school principal or a school district employee, who shall inform the student of his/her rights and of the complaint process. It is recommended that the student "save" any evidence of the bullying, such as text messages, e-mail, etc. and make this evidence available to the school principal or designee.

2. The school principal or designee shall immediately conduct an impartial, thorough and confidential investigation of the alleged bullying behavior, which should include interviewing the bully and the potential victim. Since harassment and bullying are closely related types of behavior, if it is determined that, as per Board Policy 248, the student is being harassed rather than bullied, the investigation and other applicable procedures should proceed within the framework of Board Policy 248.
3. The school principal or designee shall summarize the investigation as per school procedures, recommending disposition of the complaint.

If the investigation results in a substantiated charge of bullying, the school district shall take prompt corrective action to ensure the bullying ceases and will not recur. Such action may include educational activities, guidance counseling, parental conference, change of seating, change of class or schedule, other method for separation of the bully and victim, involuntary transfer to another school or bus, recommending outside of school therapy, detention, suspension, expulsion, or other appropriate forms of disciplinary consequence consistent with the school Code of Conduct and any other applicable Board policies. Depending on the severity of the incident, the school principal or designee may also take appropriate steps to ensure student safety. These may include implementing a safety plan, separating and supervising the students involved, providing staff support for students as necessary, reporting incidents to law enforcement if appropriate, and developing a supervision plan with the parents/guardians.

If it is concluded that a student has made a false accusation, such student shall be subject to disciplinary action consistent with the school Code of Conduct.

### **Appeal Procedure**

If the complainant or accused is not satisfied with the school principal's decision, he/she may file a written appeal to the Superintendent or designee.

The entire policy is located on the district's webpage ([www.wallenzaupack.org](http://www.wallenzaupack.org)) or to receive a paper copy, contact the building's main office.

### **Busing**

The school will assign each child to a specific bus. Pupils are expected to conform to normal standards of acceptable behavior when riding on a school bus and all school rules apply "door to door." **Video cameras are placed on all buses. All students are subject to being videotaped on the school bus at any time. The actual taping may be audio and video or only video. In the event that inappropriate behavior is recorded, the incident will be referred to the respective building administrator for disciplinary action. Any student willfully attempting to block the view of a camera will be subject to disciplinary consequences.**

Questions regarding transportation should be directed to the district administration office at 226-4557 ext. 3006.

### **Conduct and Regulations**

Each pupil transported on a school bus, van or automobile under contract to the Wallenzaupack Area School District shall comply with the following regulations:

1. The pupil shall at all times sit in the seat assigned by the school bus driver and shall not leave that seat while the bus is in motion.
2. Personal audio/video players or cell phones are permitted on buses. These devices may not interfere with other students or the driver.
3. The pupil shall not at any time use foul, loud or offensive language, nor be involved in rude or discourteous conduct.
4. The pupil shall promptly observe instructions given by the school bus driver.
5. The pupil shall wait for the school bus to come to a full stop before boarding the bus and shall then immediately proceed to his/her assigned seat.
6. The pupil shall not project any part of his/her body out of the school bus window nor throw any object from a school bus.
7. Throwing of any object within the school bus is prohibited.
8. The pupil shall not at any time place books, musical instruments or other obstructions in the school bus aisle, nor shall the pupil bring articles aboard the school bus that pose a threat to the health, safety, or welfare of the driver or other students.

9. No pets or animals on the bus.
10. The pupil shall not interfere with nor tamper with any equipment on or off the school bus, or destroy any property on the school bus. In the event that property is damaged, repair costs must be paid by offender.
11. The pupil shall at all times observe accepted standards of health and cleanliness and shall assist the school bus driver in keeping the bus neat and orderly.
12. The pupil shall not at any time fight, push or engage in any form of horseplay.
13. The student is not at any time to light matches or use tobacco products or smoke on the bus. No alcoholic beverages or controlled substances will be permitted.
14. Water guns, pistols and balloons are prohibited.
15. Bus drivers are not obligated to wait for a student who habitually runs to the bus at the last minute. Students must be at the bus stop **five** minutes before pick-up time.
16. Students are not to eat or drink on the bus.
17. Students are expected to meet proper standards of behavior while at the bus stop. They are to wait in an orderly manner and refrain from running, or other such horseplay.
18. Late buses leave from the middle school loading area at 5:20 and the high school at 5:30 p.m. Only students participating in a school activity are eligible to ride a late bus. Students remaining after school for extra-curricular activities, clubs, intramurals, academic work, library, or detention, may ride home on an activity bus. Staff members will wait with their respective student groups until all students have entered the bus. Students are not permitted to stay after school as spectators or observers for any event or activity without a parent present or without being in the direct charge of a staff member.
19. Students who wish to temporarily ride a bus other than their assigned bus must request permission to do so. Written parent request, indicating the reason, should be given to the homeroom teacher one day in advance. The Principal or the Assistant Principal will review the request; permission may be denied based on bus capacity, urgency of reason, etc.
20. All transportation discipline problems should be referred to the Principal's office at the appropriate school.
21. Parents are not allowed on the school bus at any time.

### **Discipline Procedures**

1. For minor infractions, the bus driver will do the following in sequence:
  - a. warn the student – driver documents the incident/date
  - b. change the student's seat, if possible – driver documents the incident/date
  - c. contact the parent/guardian – driver files an incident report
2. For major or repeated minor infractions, the bus driver will turn the offense in to the Discipline Committee/Principal immediately. In keeping with the school discipline code, each case will be handled accordingly by the Discipline committee/Principal. Consequences for inappropriate behavior on the school bus will be determined by an administrator or designee and may include bus suspension, suspension from school, detention, community service, citations, expulsion, or any other consequence deemed appropriate by the administrator or designee. Citations filed with the district magistrate will be issued for smoking or possession of tobacco products, disorderly conduct, vandalism, and any other applicable offense. In addition, the administrator or designee will notify the parent/guardian a copy of the misconduct report will be mailed to the student's parent/guardian. A copy of the misconduct report will be sent to the supervisor of transportation.
3. In the event of serious or repeated violation of bus regulations, the district may suspend the student's bus riding privilege for a period of 1 to 10 days or permanently remove the student's bus riding privilege without going through the previous steps. Also, inappropriate behavior or conduct on the bus can result not only in suspension of the bus riding privileges but in suspension from school as well.
4. During any suspension of bus privileges, it will be the parents' responsibility to transport the children to and from school. Student absence from school because of suspension of bus privileges is under Pennsylvania law considered illegal/unexcused.
5. If students are behaving inappropriately at the bus stop, parents and/or others should refer incidents to the appropriate police agency.

### **Bus Transfers**

Be advised that your child will always be picked up and dropped off at the designated bus stop unless the school approves a properly executed bus transfer. Check with head teachers on this procedure. Bus transfers will be allowed for emergency only.

## **Bus Accidents**

In the event of a school bus accident, students are not to leave the scene of the accident unless they are being transported for emergency medical care. School officials, other than the bus driver, may release students to their parents only after the students have been accounted for and examined. Students will not be released to neighbors and/or friends. It is normal school district procedure for all students on the bus/van to be examined by EMT personnel on the scene. EMT personnel will determine which, if any, students should be transported to the school, unless released to their parents at the scene, and rechecked by the school nurse. Parents will be notified of the accident, as well as the location and condition of their child. If parents wish to, they may accompany their child for additional medical examinations. The cost incurred for all medical expenses will be addressed by the parents' automobile accident insurance. Should the parents not have insurance, or incur expenses beyond their coverage, they should contact the school district's business manager.

In the Commonwealth of Pennsylvania, insurance regulations are established under the no-fault provisions. Therefore, in the event of a school bus accident, you will be required to contact your individual automobile insurance agent or carrier to submit a claim. This will include accidents in which the school bus and another vehicle are involved or which just the school bus itself is involved. There are no options to permit filing a claim directly with the Wallenpaupack Area School District. Your insurance agent or carrier is required to file against the correct individuals on the basis of the claim, which you submit.

If you have any questions concerning the no-fault provisions of the law as it pertains to school bus accidents, please contact your automobile insurance agent or carrier.

## **Children's Health Insurance Program**

All uninsured children and teens not eligible for Medical Assistance have access to health insurance in the state of Pennsylvania. The name of the program to apply for is called CHIP—or *Children's Health Insurance Program*. It does not matter how much money your family makes. Many will get it free--others, at a low-cost. Your child may be enrolled in Medical Assistance if family income is below CHIP guidelines. To learn more about the CHIP program, please visit the website: <http://www.chipcoverspakids.com/>

## **Community Education**

Wallenpaupack Area School District offers an extensive community education program year-round, with courses in many diverse areas, including financial management, local history, CPR, fitness, cooking, foreign language, and dog obedience training, to name a few. These courses are offered after regular school hours in one of the district's buildings, typically at a nominal fee or free of charge. Although fall and spring programs are typically geared to adult participants, many of the summer courses are specifically designed for children. Community Education bulletins are sent home with WASD students and offerings are also advertised in local newspapers. Further information may be found on the district's website: <http://www.wallenpaupack.org/> - Community Education link. Our instructors are typically teachers and members of the community with special skills and areas of expertise they wish to share with others. Adults interested in offering a course are welcome to contact the district office.

## **Cultural Evenings**

Each grade will have a "Cultural Evening" performance on one evening during the school year. This program will include a musical presentation involving all classes of the school. In addition, art projects of the children may be on display.

## **Current Information**

Current district and building information is available on the district webpage and through the parent portal. Occasionally information may be sent home with your student.

## **Custody**

It is the intent of the Wallenpaupack Area School District to remain neutral toward families split by divorce or separation. We do not want to take sides with one parent against the other where there may be possible conflict over children attending school in this district. If you have a court decree that establishes you as legal guardian, you will want to give us a copy of such a document for attachment to the child's permanent record. We will use this as a legal base for working with the custodial parent. We cannot withhold information or refuse to see or work

with the other parent. **Unless the district has legal documentation on file, we cannot keep a parent from picking up his/her child from school.**

The Wallenpaupack School District wants to protect all children from emotionally upsetting situations. Whatever the parents can settle outside school to forestall these confrontations should be pursued. Our guidance counselors will work with you toward this end if you so desire.

## **Dress and Grooming Code**

The Wallenpaupack Area administration shall have the right to question and regulate any mode of dress that in any manner jeopardizes the health, welfare and/or safety of an individual student and/or other students. Any clothing judged to be a disruptive influence in class, or interfering with the educational rights of others, is considered improper dress. Students may be required to wear certain types of clothing while participating in physical education classes, extracurricular activities or other situations when special attire may be required to ensure the health or safety of the student. Students have the responsibility to keep themselves, their clothes and their hair clean. School officials may impose limitations on student participation in the regular instructional program when there is evidence that the lack of cleanliness constitutes a health hazard.

The following are specifics to be followed regarding student dress and grooming in the elementary schools:

### **General**

- Excessively baggy pants or clothing that can conceal items and/or pose a safety hazard to the student or others are not permitted.
- Undergarments will not be exposed in any way.
- Book bags, backpacks, or purses larger than 8 ½" x 11" are not permitted.

### **Clothing**

- The following are unacceptable school attire:
  - Tube tops/Crop tops
  - Torn, tattered or frayed clothing
  - Pajamas
  - Gloves
  - Pacifiers
- Any clothing that is see-through or allows the midriff, chest and/or buttocks to be exposed is not permitted.
- Coats, jackets and /or garments designed for protections from the outside weather are not to be worn in school.
- Pants, shorts, and skorts must be secure and worn no lower than the hip.
- All shorts, skirts, skorts and slits in skirts must extend to the bottom of the fingertips with arms fully extended.

### **Offensive Dress**

- Clothing, patches, buttons, pins, jewelry, and/or backpacks are not permitted if they display:
  - Sexually suggestive writing/pictures
  - Advocate violence
  - Advertise and/or promote the use of tobacco, alcohol and/or drugs
  - Double-meaning wording and/or obscene language
  - Are disrespectful
  - Suggest gang affiliation or activities
- A tattoo must be covered if it:
  - Has sexually suggestive writing/pictures
  - Advocate violence
  - Advertise and/or promote the use of tobacco, alcohol and/or drugs
  - Has double-meaning wording and/or obscene language
  - Is disrespectful

### **Footwear**

- Some sort of shoe or footwear must be worn at all times.
- Any shoe or footwear that poses a safety hazard is not permitted.
- Any shoe with laces must have laces tied.

## Headwear

- Hats, caps, bandanas, kerchiefs, headbands, sunglasses (unless prescribed by a physician), visors, and/or sweatbands (any head covering) are not permitted to be worn in school.

## Disciplinary Consequences

- First Offense: At the discretion of the principal and/or his/her designee, the student will be retained in the school office until the student/parent/guardian provides a proper change of clothing.
- Second Offense: At the discretion of the principal and/or his/her designee, the student will be retained in the school office until the student/parent/guardian provides a proper change of clothing. Parents/Guardians will be notified in writing of the school's concerns.
- Third Offense: At the discretion of the principal and/or his/her designee, the student will be given out-of-school suspension.

Students should wear clothing appropriate for the season and weather. Outside recess is scheduled year round at the elementary level. School personnel may counsel those who affect extreme styles of dress and grooming.

## Elementary Discipline Code

The elementary school years are formative in nature and all experiences should be considered in that perspective. Each child is unique, and discipline should be tailored according to the needs of that individual. Growth needs vary from child to child and factors such as age, grade level, and frequency of offense, personality, and emotional stability, social and economic situation must be considered in any action to help a child grow toward acceptable behavior. The main goal in disciplining on the elementary level is to handle the situation so the child will want to change.

In elementary discipline, punishment is the final action when other more subtle means of approach fail. If discipline beyond that which normally takes place in the classroom is necessary, then either the principal or the head teacher may be involved in administering such discipline. In the absence of the principal, the head teacher may assume all responsibilities of the principal.

Teachers and school, however, may use reasonable force:

- A. to quell a disturbance
- B. to obtain possession of weapons or other dangerous objects
- C. for self-defense
- D. for the protection of persons or property

## Code of Conduct

The Wallenpaupack Area Elementary Schools encourage self-discipline among students. Parents are asked to encourage their children in promoting respect for authority, fellow students, and other people's property. Parents are asked to assist the school in the enforcement of all school rules and regulations. On the next few pages is the complete Elementary Discipline Code. You are requested to read this carefully.

## Disciplinary Responses to Student Misconduct

LEVELS OF MISCONDUCT	EXAMPLES	PROCEDURES	DISCIPLINARY OPTIONS
A. Minor misbehavior on the part of the student, which impedes orderly classroom procedures or interferes with the orderly operation of the school. The individual staff member can usually handle these misbehaviors.	<ul style="list-style-type: none"><li>▪ Classroom disturbances</li><li>▪ Tardiness</li><li>▪ Cheating, lying, stealing</li><li>▪ Abusive language</li><li>▪ Inappropriate artistic or literary effort</li><li>▪ Minor horseplay and disagreements</li><li>▪ Possession of unauthorized items such as water pistols</li><li>▪ Not following building and classroom rules.</li></ul>	<p>There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior.</p> <p>The staff member keeps a proper and accurate record of the offense and disciplinary action.</p> <p>Repeated misbehavior requires a conference – parent/teacher, counselor,</p>	<ul style="list-style-type: none"><li>▪ Verbal reprimand</li><li>▪ Special assignment</li><li>▪ Behavioral management</li><li>▪ Counseling</li><li>▪ Time-out room</li><li>▪ Restricted lunch/recess</li><li>▪ In-class isolation</li><li>▪ Supervised study</li></ul>

<p>B. Misbehavior whose seriousness tends to disrupt the learning climate of the school; interfere with the students' educational, social, or personal growth. The nature of these misbehaviors is more serious than Level A.</p>	<ul style="list-style-type: none"> <li>▪ Disrespect (verbal or otherwise) to any adult, including patrols, guards, aides</li> <li>▪ Leaving class or school without authority at recess or lunchtime.</li> <li>▪ Damage or defacing property (simple)</li> <li>▪ Busing infraction</li> <li>▪ Fighting or threatening with intent to do bodily harm</li> <li>▪ Possession of tobacco</li> <li>▪ Truancy</li> <li>▪ All of Level A repeated/continued</li> <li>▪ Theft</li> <li>▪ Inappropriate computer or telephone usage (simple)</li> </ul>	<p>and/or administrator.</p> <p>The student is referred to the administrator for appropriate action.</p> <p>The administrator meets with the student and/or teacher.</p> <p>The teacher is informed of the administrator's action.</p> <p>The administrator and teacher maintain a proper and accurate record of the offense and the disciplinary action.</p> <p>In cases of frequent and serious misbehavior an administrator-teacher conference may be held to discuss the misbehavior and appropriate responses.</p> <p>Parent conference held.</p>	<ul style="list-style-type: none"> <li>▪ Behavior frequency or modification</li> <li>▪ In-school suspension</li> <li>▪ Social probation</li> <li>▪ Referral to counselor or outside agency</li> <li>▪ Parental contact by phone, letter, conference</li> </ul>
<p>C. Misbehaviors directed against persons or property whose consequence is a serious and definite threat to the individual, to others or to the school.</p> <p>These acts may be considered criminal, self-destructive or seemingly irrationally motivated.</p> <p>Misbehavior at this level may require the removal and/or isolation of the student.</p>	<ul style="list-style-type: none"> <li>▪ Arson</li> <li>▪ Bomb threats</li> <li>▪ Willful injury</li> <li>▪ All of Level B repeated/continued</li> <li>▪ Breaking and entering</li> <li>▪ False fire alarms</li> <li>▪ Possession of unauthorized and dangerous substances (drugs, weapons, alcohol, flammable substances)</li> <li>▪ Theft</li> <li>▪ Extortion</li> <li>▪ Risking/causing a catastrophe</li> <li>▪ Smoking or other use of tobacco</li> <li>▪ Harassment</li> <li>▪ Stalking</li> <li>▪ Damage or defacing property (serious)</li> <li>▪ Inappropriate computer or telephone usage (serious)</li> </ul>	<p>The administrator verifies the offense, confers with the staff involved and meets with the student.</p> <p>The student is immediately removed from the school environment and the parents are notified.</p> <p>The school officials contact law enforcement officials, where necessary, and assist in prosecuting offenders.</p> <p>A complete and accurate report is submitted to the Superintendent. An administrative hearing is conducted, if appropriate. The student is given a full due process hearing before the board, if appropriate.</p>	<ul style="list-style-type: none"> <li>▪ Alternative school/program</li> <li>▪ Suspension</li> <li>▪ Expulsion</li> <li>▪ Psychiatric exploration</li> <li>▪ Other board action results in appropriate placement.</li> </ul>

\*The examples, procedures and disciplinary option/responses listed above are not intended to be all-inclusive. Disciplinary problems and situations will arise that must be rectified in accord with the general philosophy of this policy.

### **Administrative Review**

In the event that a student commits a violation that may result in a recommendation to the school board for expulsion from the Wallenpaupack School District, the student shall have the right to request an administrative review within three school days of the date of the offense. Such requests shall be made in writing to the Principal of the school that the student is attending. The purpose of administrative review is to discuss all relevant information regarding the student, including information related to the offense in question, the student's prior academic, disciplinary and attendance record at the school, and information regarding possible disciplinary action which may be taken against the student including referral to the Board of School Directors with a recommendation for expulsion. Administrative review shall not be deemed to be disciplinary action and shall not be considered action in lieu of suspension or expulsion. In the event that the student fails to elect administrative review, the administration shall proceed with disciplinary action including, if appropriate, a referral to the Board of School Directors with a recommendation for expulsion.

### **Suspension and Expulsion**

The Board of School Directors of the Wallenpaupack Area School District supports all attempts to make it possible for students to attend its public schools. Some students, for reasons of their own, have a need to repeatedly disobey the rules designed to operate an efficient school. Therefore, the Board makes provisions for exclusion from school as a means of aiding such students to change their behavior or as a means to remove such students from school. The purpose of discipline is to encourage all students to act in a socially acceptable manner and to discourage actions, which interfere with classroom control, the educational process, or the orderly operation of the school.

Exclusion from school may be based on a single incident or a culmination of several incidents. Chronic, habitual behavior could result in the exclusion of a student from school in the form of suspension or expulsion. Exclusion from school can occur in the following forms:

- Suspension - exclusion from school for a period of up to ten (10) school days
- Expulsion - exclusion from school by School Board action for a period of over ten (10) days

Upon returning to the regular school program a suspended student shall make up all work and examinations missed while on suspension.

### **Hearings**

Students suspended for a period of time longer than three (3) days shall be afforded an informal hearing within the first 5 days. Delay of such hearing shall not delay a student's return to school.

Each suspended student involved in a formal hearing shall be restored to a regular educational program pending the outcome of the hearing, except when, in the opinion of the principal, the presence of the student in school pose a threat to health, safety or welfare.

### **Drug and Alcohol Abuse**

Pupils are prohibited from the use or possession of any unauthorized drugs, controlled substance and/or alcoholic beverages in school buildings or on school property. This includes "look-alikes." This prohibition includes all school events on or off school grounds, as well as in route to or from school. Any pupil found using, in possession of or under the influence of a controlled substance and/or intoxicating beverage will be subject to disciplinary action, including expulsion.

#### **SCHOOL GUIDELINES**

- A. Drugs and medicines brought to school must be brought to the school nurse, or delegated secretary by the parent/guardian.
- B. Ingestion of any drugs or proprietary materials to the point of observable disorientation or physical harm is prohibited for all pupils on school property or at school functions.
- C. Use or possession (without medical prescription or authorization) of marijuana, addictive or dangerous drugs in any form is prohibited for all pupils.
- D. School personnel do have a legal right to search a pupil for possession of drugs with proper cause. Administrative personnel are hereby given the authority to request pupils to exhibit the contents of their pockets and handbags if there is proper cause to warrant such a request. Furthermore, with proper cause, school authorities may notify the police so that a warrant can be issued and the officer can conduct the search. Lockers may be searched when necessary and in compliance with Policy 226.

- E. Any unauthorized drugs and/or materials found to be in the possession of a pupil, or in the locker as a consequence of a search, may be confiscated; and such confiscated materials shall be turned over to the enforcement agencies.
- F. Pupils who willfully commit any act prohibited by this section are subject to administrative punishment up to and including expulsion from school.
- G. Pupils who willfully associate with individuals whom they know to be in the act of possessing, using or ingesting unauthorized drugs or proprietary materials covered by this section are subject to disciplinary action, including a three-day period of suspension.
- H. Any pupil having knowledge of the use of drugs by an associate who may need help in a personal drug problem is urged to seek advice from the Crisis Intervention Counselor or a member of the Student Assistance Program. The individual consulted will keep such information confidential and take steps to seek the help of community facilities equipped to deal with such problems.
- I. Any pupil who suffers from the use of controlled or harmful substances and seeks help may give consent to the furnishing of medical care or counseling related to the diagnosis of treatment without the consent of the parents or legal guardians of the pupil even though the pupil may be a minor. The consent of such minor shall be valid and binding as if the minor had achieved his or her majority. Anyone performing such treatment is not obligated to inform parents or legal guardians unless the pupil grants permission. Release of any information to a treatment agency shall be preceded by the signing of appropriate release forms by the pupil.
- J. In cases where there is a strong suspicion of drug use, or in the possession of drugs, or in the sale or distribution of drugs, or when caught in the possession of drugs, parents should be notified. The Wallenpaupack Area School District desires to establish conditions, which will deter students from using school facilities and activities as a center for usage, distributions, sale and possession of drugs and alcohol. Although every effort must be made to develop programs of prevention and helpful guidance, it must be understood that decisive actions should be taken when it is thought to be necessary.

### **Search of School Property**

The District supports the elimination of the possession or use of illegal substances/devices. The Board wants to convey a strong message to the community, faculty, staff, and student body concerning the use of or possession of illegal substances.

It shall be the policy of the school district to permit the administration to periodically invite law enforcement agencies or other qualified agencies or individuals to search school property with dogs trained for the purpose of detecting the presence of illegal substances:

- The administration shall authorize the search and have a designee on hand while the search is taking place.
- Parents and students are notified of this policy through its inclusion in the student and/or parent handbook.
- All school property such as lockers, classrooms and storage areas may be searched.
- Individual(s) shall not be subjected to a search by dogs.

### **Freedom of Expression**

Students have the right to express themselves in any manner that does not directly interfere with the educational process, threaten harm to the school or community, or encourage unlawful activity.

Students have the responsibility to obey the laws regarding obscenity and libel and to be aware of the full meaning of their expression. They also have a responsibility to be sensitive to the feelings and opinions of others and to give others an opportunity to express their views.

### **Threats, Harassment**

In order to promote a more courteous environment in the school, students should address other students and staff members in a friendly, respectful manner at all times. Students are not allowed to threaten, harass, intimidate or bully other people in the school. Racial or ethnic slurs will not be allowed at any time. All students are expected to recognize and respect the uniqueness of every individual.

Any student who violates this section will be subject to disciplinary action, which may include suspension or expulsion from school. In appropriate situations the police will be contacted to investigate and file criminal charges, if necessary.

## **Playground**

Students have the responsibility to know and obey the rules and regulations for using the playground. The rules are explained at the beginning of the school year by the Physical Education teacher and reviewed throughout the year.

## **School Equipment and Property**

Any student who vandalizes school equipment and/or property will be required to pay replacement costs.

**For the purpose of safety, all buses and all schools are equipped with video cameras.**

## **Weapons on School Grounds**

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon; (1) on the school grounds during and immediately before or immediately after school hours, (2) on the school grounds at any time when the school is being used by a school group, (3) off the school grounds at any school activity, function, or event, or (4) on school transportation. This rule does not apply to normal school supplies like pencils or compasses, but does apply to any firearm, ammunition, any explosive, including firecrackers, any knife and other dangerous objects of no reasonable use to the pupil at school.

A student who knowingly violates this rule may be suspended or expelled if the situation justifies such severe measure.

## **Entering the School**

Any person, not a school employee or student, is required to report to the office immediately upon entering the building.

## **Entertainment Devices/Communication Devices**

### **Definition**

For the purposes of this policy, communication devices shall be defined so as to include portable two-way telecommunication devices including, but not limited to, cellular telephones with or without cameras, walkie-talkies, other hand-held computing devices used as a communication device, any portable electronic device capable of storing and transmitting or receiving images, such as cameras, as well as any new technology developed with similar capabilities. Pagers and beepers are prohibited.

### **Guidelines**

1. Student use of communication devices shall be prohibited from the beginning of the educational day (7:50 a.m.) to the end of the educational day (2:40 p.m.); such devices shall be turned off or made inoperable. This includes the use of a cell phone or communication device to take photographs and/or audio and/or video recordings.
2. Communication devices are prohibited for use in health suites and/or lavatories at all times.
3. Parents/Guardians should call the school for any emergency situation. The school will in turn contact the student in question as is possible and appropriate. Parents/Guardians shall not try to contact students by cell phone, pager, or other device.
4. While in the school facility and /or when participating in a school-sponsored event during the educational day, unless otherwise approved by the building principal or designee, it will be a policy violation if a communication device can be seen or heard. A student may not make a call or receive a call, send or receive a text message, and/or take, send or receive an electronic image and the communication device is to be turned off at all times, even if the device is stored in a backpack, locker or other out-of-sight location. In the event that another student owns the cell phone in question, both students may be liable for consequences resulting from its misuse.
5. Each of the above prohibitions remains in effect during any emergency drill or actual emergency. Furthermore, any student using a cell phone or other electronic communication device while on school district property or while using school district operated and/or sponsored transportation during an emergency will have the device immediately confiscated by any school district personnel.
6. Each of the above prohibitions remains in effect during all off-campus activities, such as field trips, sporting events, music competitions, and/or other school sponsored events.
7. If a communication device is used to transmit or receive communication during the educational day, the student will receive disciplinary consequences as per the applicable "Elementary Discipline Code" section of this handbook.

8. The District assumes no responsibility in any circumstance whatsoever for the loss, destruction, or theft of any entertainment/communication device that is brought to school at any time or to any school-sponsored activity.

Refer to School Board Policy #815 Acceptable Use of the Computers, Network, Internet, Electronic Communications and Information Systems for more information.

## **Field Trips**

Sometimes during the school year, students may go on an approved field trip. Before the trip you will be informed of the nature of the trip and your signature indicating approval will be required to allow your child to go on the trip. Field trips are a privilege. Therefore, if a child has a serious disciplinary infraction(s), he/she may not be allowed on the trip. The school administration reserves the right to eliminate a student from participation or attendance at an extra curricular activity such as assemblies or field trips. Elimination will be determined by a review of a student's discipline and academic records.

## **Fire/Emergency Drills**

Fire drills are held regularly to insure the safety of all persons, particularly the children. In leaving the building, time is of the essence, but panic should be avoided at all costs.

Students are instructed in understanding signals, exits to use, procedures for leaving rooms, areas in which to assemble and procedures for returning to the building.

## **Fundraising/Selling**

Students are not allowed to sell any items on school grounds without the Principal's permission.

## **Guidance Services**

The Guidance Staff is responsible for a large number of widely diversified activities all of which have a common goal, which is to assist all students in obtaining the educational background necessary for future success in life. The counselors believe that knowing the student as an individual and addressing his or her needs in a personalized manner is the single most important aspect of maintaining a successful guidance program.

## **Health Services and Procedures**

Health services offered by the school nurse are of a preventive nature and are aimed at helping children understand how to maintain proper health.

Health records are kept for each child. Vision, hearing, growth and scoliosis screenings are done as State mandated. Parents will be notified as needed.

### **Asthma/Allergies**

For children with asthma and/or allergies – special treatment is available, if needed. Please contact the school nurse for more information.

### **BMI**

Pennsylvania mandates schools to participate in a Growth Screening Program. As part of this program, all children enrolled in Pennsylvania schools will have their weight and height measured. This information will be used to calculate the child's Body Mass Index (BMI). BMI information will be mailed to parents/guardians each spring.

### **Illness and Injuries**

In major accidents or illnesses, substantial effort will be made to contact the parents immediately. ***It is important that you complete the student information reports carefully with a reliable phone number where you or another designated person may be reached. Should any of the information on the emergency information change during the school year, it is imperative that the school be notified of such changes.***

A concerted effort will be made to safeguard the health of your child.

### **Immunizations**

State law requires evidence of immunization for diphtheria, tetanus, polio, mumps, measles and rubella upon the child's original entry into Pennsylvania schools. In Pennsylvania the second dose of MMR will become an all grade (K-12) requirement beginning in the 2000/2001 school year. Hepatitis #1, #2, and #3 are required for grades 3 and 4. Proof of these immunizations must be presented when the student is enrolled.

### **Physical Exams**

Physical exams are required upon original entry (and in 6th and 11th grade) into Pennsylvania schools. The parents have the option of having that exam performed by their own physician or the school physician. Private exam forms are due by the first week of October.

### **Dental Exams**

Dental exams are required upon original entry (and in 3rd and 7th grade) into Pennsylvania schools. The parents have the option of having these exams performed by their private dentist or the school dentist. **Private exam forms are due by the first week of October.**

### **Health Care and Confidentiality of Student Health Information**

1. A full-time nurse is available for emergency health care. For non-emergencies, students must secure a written pass from their teacher before visiting the nurse.
2. Other than administrators, the school nurse is the only member of the school staff who can excuse a student from school during the day because of illness or injury.
3. Students should report immediately any illnesses or injuries that occur during the school day to their teacher or to the school nurse.
4. On-going health care for student illness or injury is the responsibility of the student's personal physician.
5. The school nurse maintains health records for each student. Parents or guardians are responsible for notifying the school nurse, in writing, of medical needs that may affect a student while in school. Parents or guardians are expected to update this information regularly, especially when a student's needs change. In accord with School Code Section 14-1409, to the extent necessary to protect the health and safety of a student, staff members will be notified of health conditions that may adversely affect student learning or present a danger to the students. Medical information will only be disclosed by the nurse's office to school staff to the extent necessary to ensure the safety of a student.
6. The nurse will administer student vision, hearing, height, and weight screenings each school year without parental consent. Parents will be notified if results are below normal as defined by the Pennsylvania Department of Health.
7. Physical examinations are required by the state for students at initial entry, at sixth grade and at eleventh grade. If physical and dental examinations are done privately, reports/forms are to be returned to the school nurse by October 1<sup>st</sup>. If completed in school, parent/guardian will be informed of any abnormal results.
8. Students are encouraged to consult with the school nurse about health concerns and interests.
9. Accurate emergency contact information must be submitted to the school and kept current. It is the responsibility of the student, parent, or guardian to notify the school if and when this information changes during the school year.

### **Medication Procedure**

The Wallenpaupack School District recognizes that parents have the primary responsibility for the health of their children. Although the district strongly recommends that medication be given in the home, it realizes that the health of some children and some circumstances require that they receive medication while in school.

Parents should confer with the child's physician to arrange medication time intervals to avoid school hours whenever possible. When medication absolutely must be given during school hours, all medications must be brought to the school nurse or individual designated by the parent or guardian.

### **Administration of Non-Prescription Medication**

1. Students will not be given non-prescription medications on a routine basis, unless a written order from the attending physician is on file.
2. Students are not permitted to carry non-prescription medication to school unless absolutely necessary and must report to the nurse's office with parental consent and the medication.

## **Administration of Prescription Medication**

The physician must complete the prescription medical forms. The parents must sign the consent form for prescription medication. Any medication to be given during school hours must be delivered directly to the school nurse or person assigned responsibility.

- Properly labeled container
- Amount of medication to be dispensed
- The exact time of medication and route of administration of drug

## **Homebound Instruction**

Students who request homebound education must present evidence supporting the need, such as a doctor's note specifying the need and the duration for homebound or a court placement ordering homebound. Request for Homebound Form may be obtained from the Guidance Office.

## **Homework**

Homework is defined as written or non-written tasks assigned by teachers to be completed by students outside of class time. The purposes of homework are to practice newly taught skills, to review mastered skills, to develop independent study habits, and to extend and enrich the curriculum. Homework is related to the curriculum of the school and assignments are made according to the ability of the student. Parents are encouraged to support their children with the homework process. Failure to complete homework is not a disciplinary issue. It is academic in nature and should be addressed by the classroom teacher. Homework should not be used as a form of punishment.

Ways for parents/guardians to help their children:

- Recognize that the Wallenpaupack Area School District requests that parents supervise completion of homework by their children. On the other hand, parents should not complete children's homework.
- Provide a place for children to read and study.
- Limit the television, radio, etc., or at least its sound level.
- Be a facilitator in their learning to schedule time. Say, for instance, "Do you want to study before dinner and then play basketball at 7:30?"
- Encourage them to work for an interval, take a break, and then go back to it.
- Ask about their assignments. Discussion reinforces learning.
- Schedule trips to the library.
- Encourage their independent reading.
- Set an example by continuing to study and learn yourself.

## **Loud, Abusive and/or Profane Language or Behavior**

It is the policy of the Wallenpaupack School District to prevent disruptions to school district operations, school-sponsored functions, and the instructional process. Thus, all persons, including but not limited to students, parent, employees, visitors, and members of the general public are prohibited from the use of loud, foul, profane, and abusive language, whether spoken or written, or for behavior portrayed in any manner in the school building or upon school grounds which is intended, or is reasonably viewed by school officials, as being disruptive or causing annoyance, harassment, or inconvenience to others.

All persons are therefore warned that violation of this policy may result in removal from school district property by appropriate school district authorities. Students and employees may be subject to disciplinary procedures in accordance with school district policies and the laws of Pennsylvania. Members of the public may be subject to removal from district property and may be charged with trespassing for failure to promptly vacate the property when directed to do so by school district officers or agents. In all cases, violators may be subject to appropriate laws of the Commonwealth of Pennsylvania.

## **Personal Property**

Students should refrain from bringing valuable personal property or large quantities of money to school. Students are not permitted to buy, sell or trade personal property on school grounds or buses. The school and its employees are not responsible for personal property brought to school by students.

## **PowerSchool**

The Wallenpaupack Area School District believes it is extremely important that parents and teachers work together to provide the best educational experience possible for our students. As such, the District offers an on-line home/school communications service, *PowerSchool*, available via the district's website. Through a secure login and password provided by WASD, parents and students may view schedules, grades, daily/weekly bulletins and menus, and upcoming tests and projects. Information regarding *PowerSchool* is provided during school open-houses, parent meetings and through your child's homeroom teacher.

## **Procedure for Investigating a School Concern**

When a parent feels he/she has a school concern or problem, this concern or problem should be carried first to the person involved. If the situation is not resolved, the next proper recourse is to contact the Principal.

## **PTA/PTO**

All of our elementary schools have parental organizations affiliated with the schools. If you are interested in participating, contact the head teacher of your child's school.

## **Religious Released Time**

The school district works closely with local religious leaders to assure a cooperative relationship. Check with your principal or head teacher to ascertain the availability of religious released time.

## **Snow Days**

In the event of inclement weather, please listen to one of the local radio stations for announcements regarding delayed openings, early dismissals or cancellation of school.

## **Special Needs**

Wallenpaupack Area Elementary Schools provide programs for all children with "special needs." If you feel your child is in need of one of these or other school-related services, please contact the building principal.

## **Special Education**

In compliance with state and federal law, notice is hereby given by the Wallenpaupack Area School District that ongoing identification activities are conducted as part of school programs for the purpose of identifying students who may be in need of special education and related services (eligible students). If your child is identified by the Wallenpaupack Area School District as possibly in need of such services, you will be notified of applicable procedures. Individualized services and programs are available for children who are determined to need specially designed instruction due to the following conditions:

- |  |                                    |
|--|------------------------------------|
| 1) Autism/pervasive development disorder | 8) Neurological impairment         |
| 2) Blindness or visual impairment        | 9) Other health impairments        |
| 3) Deafness or hearing impairment        | 10) Physical disability            |
| 4) Developmental delay                   | 11) Serious emotional disturbance  |
| 5) Mentally gifted                       | 12) Specific learning disability   |
| 6) Mental retardation                    | 13) Speech and language impairment |
| 7) Multi-handicapped                     |                                    |

If you believe that your school-age child may be in need of special education services and related programs, or your young child (age 3 to school-age) may be in need of early intervention, screening and evaluation processes designed to assess the needs of the child and his/her eligibility are available to you at no cost, upon written request. You may request screening and evaluation at any time, whether or not your child is enrolled in the District's public school program. Requests for evaluation and screening are to be made in writing to the appropriate building principal.

For further information on the rights of parents and children, provision of services, evaluation and screening (including purpose, time and location), the building principal may be contacted.

All information gathered about your child is subject to the confidentiality provisions contained in federal and state laws. The District has policies and procedures in effect governing the collection, maintenance, destruction and disclosure to third parties of this information. For information about these policies and procedures, as well as rights of confidentiality and access to educational records, you may contact, in writing, the person named above or any building principal.

In compliance with state and federal laws, the School District will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

### **Student Accident Insurance**

Students are not covered by the school district in the event of an accident. School insurance is available for purchase at a reasonable price for both school-time coverage and 24-hour coverage. This information will be sent home with the student early in the school year. If interested, parents/guardians may purchase this insurance coverage.

### **Student Assistance Program**

The Student Assistant Program (SAP) is a state mandated program encompassing prevention, intervention, and monitoring. The prevention aspect helps students learn to deal with life stresses that affect school performance. The intervention aspect reaches students who may be "At Risk" as identified by observable behaviors that may include academic difficulty, absenteeism, lack of coping skills, inappropriate behavior, alcohol and other drugs, and violations of school policy. The monitoring helps the student to maintain the balance needed for his/her academic success. The Student Assistance Team is composed of specially trained and concerned professional staff members.

For further information regarding the Student Support Program and services, please contact the building principal.

### **Student Contact**

Parents/Guardians should call the school for any emergency situation. The school will in turn contact the student in question as is possible and appropriate. Parents/Guardians shall not contact student by cell phone, pager or other device.

### **Student Disabilities**

If a parent believes his/her child may be disabled and therefore require special services or accommodations, the parent must notify the school guidance personnel or principal in writing of his/her concern. Upon receipt of the letter, the school will make arrangements to evaluate the concern and discuss the process with the parent(s).

### **Student Pictures**

Each year photographs of individual students are taken by a photo studio. Photos are available on a voluntary basis.

### **Student Responsibilities & Rights**

Student responsibilities include regular attendance, conscientious effort in classroom work and conformance to school rules and regulations. Students, administration and faculty share the responsibility to develop a climate within the school that is conducive to wholesome learning and living.

1. No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.
2. Students should express their ideas and opinions in a respectful manner.
3. It is the responsibility of the students to conform with the following:
  - Be aware of all rules and regulations for student behavior and conduct themselves in accord with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
  - Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
  - Dress and groom so as to meet fair standards of safety and health, and not to cause substantial disruption to the educational processes.
  - Assist the school staff in operating a safe school for all students enrolled therein.
  - Comply with Commonwealth and local laws.
  - Exercise proper care when using public facilities and equipment.
  - Attend school daily and be on time at all classes and other school functions.
  - Make up work when absent from school.
  - Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.
  - Report accurately and not use indecent or obscene language in student newspapers or publications.

### **Title I Reading/Title I Math**

Our elementary schools operate a federally funded remedial reading/math program for students who are experiencing some difficulty in reading/math. In conjunction with this program, a Title Parent Advisory Council (PAC) has been organized to heighten parental involvement in, and awareness of, the remedial services offered our students.

### **Transfers**

If you plan on moving, either within the school district or out of the school district, please contact your child's school.

### **Video Conferencing/Internet2**

The Wallenpaupack Area School District is a member of MAGPI, a content provider for Internet2 programs. The district also has IP video conferencing capabilities. Occasionally a student may participate in a video conference/Internet2 program, whereby his/her image may be transmitted over the Internet to the other participating entities, such as schools, museums, universities, or other educational institutions.

### **Visitors**

Any person who enters a school building should check with the office as soon as he/she enters.

### **Volunteers**

The school district would like to encourage the use of volunteers at all levels in the school district. The elementary level, in particular, is looking for capable adults who are willing to work with young children on either a regular schedule or on an "as needed" basis. We are very hopeful of further improving the school/community connection. If you are interested in volunteering your services, please inform your respective school office and personnel there will offer further information to you on how your services might be utilized.

## **Wellness Plan**

The primary goals of the WASD Wellness Plan are:

- To promote a healthy environment.
- To facilitate student learning of lifelong healthy habits.
- To increase student achievement.

The plan includes a commitment to physical activity, health education, and proper nutrition. Annual student health screenings require that height, weight, and BMI information be provided for the parents. These reports are mailed to the family each spring.